



## LIBRARY OF VIRGINIA

Archival and Records Management Services Division  
800 E. Broad St., Richmond VA 23219  
(804) 692-3600

# RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES

(Form RM-25 July 2008)

Pursuant to the *Virginia Public Records Act* of the *Code of Virginia* (§42.1-76 *et. seq.*), the responsibilities of a designated Records Officer include, but are not limited to, the following:

- Complete and return a RECORDS OFFICER DESIGNATION AND RESPONSIBILITIES (Form RM-25) to The Library of Virginia.
- Develop and implement agency or locality records management program based on records management policies and procedures set by the Archival and Records Management Services Division of the Library of Virginia.
- Provide training in records management procedures, policies and use of appropriate forms, as necessary. Work with departmental records coordinators in maintaining agency or locality records management program.
- Distribute Library of Virginia-approved RECORDS RETENTION AND DISPOSITION SCHEDULES throughout agency. Assist staff in surveying records that are unique to the agency or locality in order to compile and implement accurate and current RECORDS RETENTION AND DISPOSITION SCHEDULES.
- Assist in identifying records that can be destroyed in accordance with retention guidelines. Approve the accurate and timely destruction of records by completing and/or reviewing CERTIFICATE(S) OF RECORDS DESTRUCTION (RM-3 form), pursuant to Library of Virginia policy and procedures for the destruction of records.
- Identify all vital, archival, and permanent records. Ensure records are properly maintained, protected, and accessible for the length of time cited in applicable RECORDS RETENTION AND DISPOSITION SCHEDULE.
- Participate in decisions concerning the reformatting and storage of records.
- Coordinate and approve the transfer of records to archival or temporary storage at the Library of Virginia, using the RECORDS TRANSFER AND RECEIPT (RM-17 form).
- Coordinate the development of a Disaster Preparedness Plan to ensure the appropriate preparation for and protection of agency or locality records in the event of a disaster.

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|----------------------|------------------------------------|
| 1. Agency / Locality | 2. Division / Department / Section |
|----------------------|------------------------------------|

### RECORDS OFFICER INFORMATION

|                                    |        |          |  |  |
|------------------------------------|--------|----------|--|--|
| 3. Name                            |        |          | 4. Title   |  |
| 5. Division / Department / Section |        |          | 10.<br><input type="checkbox"/> New Records Officer<br><br><input type="checkbox"/> Additional Records Officer<br><br><input type="checkbox"/> Replacement Records Officer<br>Replacing: _____ | 10a.<br><input type="checkbox"/> for the agency/locality listed<br><br>OR<br><br><input type="checkbox"/> for the division/department/section listed |
| 6. Address                         |        |          |  |  |
| 7. Phone                           | 8. Fax | 9. Email |  |  |

We have read and understand the obligations of a Records Officer as outlined in this document and pursuant to the *Virginia Public Records Act* of the *Code of Virginia*.

|                                     |           |      |
|-------------------------------------|-----------|------|
| 11. Records Officer (Print)         | Signature | Date |
| 12. Agency Head or Designee (Print) | Signature | Date |

Return completed form with original signatures to the Library of Virginia.